



Town Administrator's Report Board of Selectmen's Meeting of June 16, 2014

Report covers from May 31, 2014 to June 13, 2014

Items requiring Board vote or discussion are noted with an asterisk (*)

A. Town Department Reports/Requests

(1) Review of Moorings in Shellfish Resource Areas

As the Board may recall, the Harbormaster was in the process of setting up a site visit with a member of the Shellfish Advisory Commission to review the status of moorings that are in or adjacent to shellfish growing areas. Presently, it is my understanding that the Commission is developing a list of potential problem areas so that the tour can be focused when it does occur.

Recommendation: I will update the Board as necessary.

(2) Prisoner Lockup Arrangement for Fiscal Year 2015 (*)

As the Board may recall, the Essex County Sheriff has recently constructed a new, regional lockup facility that is available to all communities in the county. The Town has for many years made arrangements for prisoner lockup with the Town of Manchester. However, now that the new Sheriff's facility will soon open (the Sheriff has indicated that this will occur by July 1, 2014), an arrangement with Manchester is likely no longer needed and all lockups for fiscal year 2015 and thereafter will be processed through the new Middleton facility. In the event that the use of the new facility does not go as planned, the Board may wish to authorize an extension of the Manchester agreement as a contingency.

Recommendation: **Potential Board vote to authorize an extension with Manchester, to be signed outside of a meeting, only if necessary.**

B. Computer Systems

(1) Police Department Access to Label Printer

The software provided through the Regional Dispatch Center offers property and evidence management modules and the ability to generate bar-coded tags. Until this point, two officers were managing these systems. The Department, however, is moving to a new arrangement whereby all officers will enter and tag their own evidence and property. I assisted the Department during the week of June 9, 2014 to enable printing to the label printer from any workstation (as opposed to just the workstation the printer is directly connected to).

Recommendation: No further action is necessary. Total time – 1 hour.

C. Personnel

(1) Advertisement for Part-Time Town Planner

As requested by the Board, I have solicited applications for parties interested in serving as the Town's Part-Time Planner by advertising the opening in the newspaper, posting locally, distributing over the Town's e-mail system, and direct mailing to parties who may have interest. Applications are due to the Selectmen's Office by June 19, 2014 and interviews of top candidates will be conducted at the Board's meeting of July 7, 2014.

Recommendation: I will update the Board as necessary.

(2) Annual Distribution of Sexual and Discriminatory Harassment Policies

I have prepared for the distribution of the subject policies with employee paychecks during the first pay period in July. The Sexual Harassment Policy is required to be distributed in hard copy form and we always send the Discriminatory Harassment Policy along with it.

Recommendation: No further action is necessary.

(3) Annual Distribution of Red Flags Policy

I have completed the annual distribution of the Town's "Red Flags" Policy to those who are involved with water and sewer billing and have asked for signed copies to be returned to me. The Policy is designed to help applicable employees detect and report any suspicious activity that may be related to a third party looking to commit identity theft.

Recommendation: No further action is necessary.

(4) Annual Sign-off Regarding Various Town Policies

I have prepared for the distribution of an employee acknowledgement form relative to all employees reviewing a variety of applicable Town policies. An electronic notice will be sent out in the first week of July asking all employees to visit the Town website to review the policies and to provide the signed acknowledgement form by the end of the month. A hard copy of the acknowledgement form will be included with employee paychecks during the first pay period in July.

Recommendation: No further action is necessary.

D. Procurement/Ongoing Projects

(1) Change Order for Ceiling Structure, Town Hall Project

(*)

We have been informed by our architect that the new, hard ceiling in the Town Administrator's Office was designed anticipating that the existing ceiling joist system would be adequate to support the ceiling material. However, the

demolition of the old, suspended ceiling and the associated insulation demonstrated that the existing joist system was substandard. As such, it was necessary for a structural engineer to design a new ceiling joist system that our contractor could construct (the double-layered ceiling material is expected to be quite heavy). The cost of the engineering work, which includes field time, is approximately \$1,000 and, since the bid specifications did not carry the cost of the labor and materials to build the new structure, a construction change order may be forthcoming as well.

***Recommendation:* Board vote to approve the engineering change order at this time, if available by meeting time.**

(2) Affirmative Marketing Program Quarterly Report

I have produced and filed the subject report with the State for the quarter ending June 30, 2014 in my capacity as the Town's Affirmative Marketing Construction Officer (AMCO). The report details any usage of woman or minority-owned vendors on building projects that involve State funding. No such usage occurred during the past quarter.

Recommendation: No further action is necessary.

(3) Installation of Property Bounds for Beach Circle Neighborhood

As the Board may recall, the approval of the Central Conomo Point Subdivision Plan (Beach Circle neighborhood) required the installation of stone bounds to mark the various right of ways. Our consulting engineer, Horsley Witten, completed field survey work for the bounds on June 11, 2014 and the actual installation will occur on June 17 and 18, 2014.

Recommendation: No further action is necessary.

(4) Conomo Point Road Work

(*)

The Superintendent of Public Works plans to repair a section of Conomo Point Road out on northern Conomo Point during the week of June 16, 2014. One portion of the road was severely degraded over the last winter and stabilization is required. I worked with the Superintendent during the week of June 9, 2014 to develop a notice about what to expect and I provided the notice to the President of the Conomo Point Association in advance of the work.

Also, the Superintendent plans to have a piece of heavy equipment capable of chipping ledge out at Conomo Point during the week of June 23, 2014. The chipping work is necessary so that planned paving work can be properly executed. Otherwise, pavement will have to be installed directly against exposed ledge, which is not advisable. I plan to send a notice concerning this work to the President of the Conomo Point Association this week.

***Recommendation:* Board discussion relative to the upcoming ledge work and the notice associated therewith.**

E. Insurance

(1) Annual Municipal Health Insurance Reform Report

The subject report is due to the Executive Office for Administration and Finance by the end of June each year. The report compares the amount spent on employee health insurance as compared to a lower number that could be spent if the Town changed plan designs to be equivalent to the most-subscribed plan designs under the Massachusetts Group Insurance Commission (GIC). Our report, which I have filed with the State, reiterates how, last year, the Town agreed with our unions to offer more robust plans in exchange for other concessions.

Recommendation: No further action is necessary.

F. Facilities

(1) Second Phase of Town Building Lighting Upgrades

As the Board may recall, our lighting retrofit contractor had completed energy efficiency lighting upgrades in Town Hall, the Water Filtration Plant, and the Fire and Police Headquarters earlier this year. During the week of June 2, 2014, our contractor returned to Town to work on punch list items in Town Hall. The lighting upgrade work for the Senior Center and the DPW Barn is expected to commence soon and be completed by the end of June.

Recommendation: No further action is necessary.

(2) Preparation for Use of Basement Storage Area

Now that the Town Hall basement slab has been poured and has cured, we are making preparations to order new shelving and plastic storage containers to store archived files. We have also obtained four dehumidifiers that will discharge directly through dedicated ports in the floor into the basement drainage system. I have also contacted the Essex County Sheriff's Office for assistance with setting up shelving and moving files and other items into the basement (using the services of minimum security inmates). The work team is expected to be here during the week of July 7, 2014.

Recommendation: I will update the Board as necessary.

(3) Conversion of Town Hall Heating Systems to Natural Gas

As the Board may recall, I had begun a discussion with National Grid relative to bringing gas into Town Hall for heating purposes and the utility will do that work at no cost. Subsequently, I have begun to review the scope of interior work that will be necessary to convert both the large steam boiler and the small furnace to

natural gas. I hope to arrive at a conservative number to carry for the Fall Town Meeting in November. I plan to work with National Grid to have the line and meter installed while the weather is still warm so we can avoid having to dig in winter conditions after the Fall Town Meeting.

Recommendation: I will update the Board as necessary.

(4) Pre-Demolition Asbestos Assessment, Conomo Point

Our asbestos assessment contractor conducted assessment work at both 103 and 138 Conomo Point Road on June 10, 2014. The laboratory analysis of samples is presently being conducted to verify the presence or absence of asbestos in various suspect building materials and lab report will likely be available during the week of June 23, 2014. Thereafter, our contractor will write reports that will detail what a separate, asbestos abatement contractor needs to know to remove any asbestos containing materials from both structures. It is estimated that reports will be available by sometime during the week of July 7, 2014 so that an abatement contractor can conduct abatement work sometime in July. We already have wetlands clearance for 103 Conomo Point Road from the Conservation Commission and the Commission will be hearing a full Notice of Intent concerning 138 Conomo Point Road on June 17, 2014.

Recommendation: I will update the Board as necessary.

G. Fiscal/Budget

No items.

H. Complaints

No items.

I. Meetings Attended

(1) Informal Meeting with Area Town Administrators

I met informally with the Town Administrators/Managers of the towns of Manchester, Ipswich, Wenham, Rowley, Topsfield, and Swampscott on June 4, 2014 in the office of the Ipswich Town Manager. We discussed projects, programs, and developments of common interest and we plan on meeting again from time to time in the future.

Recommendation: No further action is necessary.

J. Final Judgment

(1) Transmittal of Quarterly Report to DEP

(*)

I have completed the Quarterly Report due to the DEP relative to the Final Judgment. The report highlights the recent approval by Town Meeting of the sale of four properties in the Beach Circle neighborhood and the offering of associated Purchase and Sale Agreements.

Recommendation: **Board approval to transmit the report.**

K. Town Meeting, By-Laws, and Regulations

No items.

L. Legal Issues

(1) License for Repair of Stone Wall Adjacent to Prospect St.

The Superintendent of Public Works has informed me that a stone wall on the line between private property and Prospect Street is starting to fail and that it would be advantageous to the Town to repair the wall before that occurs, since the wall retains the road. Town Counsel recommended the development of a temporary license, through which the property owner would authorize access to the property for the DPW to conduct necessary repair and improvement work. Town Counsel has produced the license, which includes such time necessary to complete the work. The work is expected to last for decades, once completed.

Recommendation: Board countersignature of this temporary license outside of a meeting, should the property owner choose accept it (as shown on the meeting agenda).

M. Grants

(1) Federal Hazard Mitigation Grant Contract for Emergency Generator

(*)

The Massachusetts Emergency Management Agency (MEMA) informed us that the Town has been awarded a Federal grant for an emergency generator. As the Board may recall, we had applied for this grant back in March of 2013 and we were told at the time that review and award process would take at least a year. MEMA asked that a number of grant contract forms be completed, signed, and returned, which the Chairman has obliged.

Recommendation: **Board vote to ratify the Chairman's signature of the necessary grant contract paperwork.**

(2) Seaport Grant Quarterly Report

I have produced and will soon file with the State the quarterly report relative to the Town's Seaport Grant for the quarter ending June 30, 2014. This report updates the State relative to the status of the Feasibility and Design study that was funded via grant funds in the past. Presently, I have indicated that the project will remain in a holding pattern until the recently-approved final design and construction funding (\$1.5 million) is actually released for project implementation, which may be after the start of the new calendar year.

Recommendation: I will update the Board as necessary.

N. Emergency Planning

No items.

O. Other Items

(1) Green Communities Program

(*)

Several communities in our area have achieved the "Green Community" status under the Massachusetts Green Communities Program. The Town of Manchester and the Manchester Essex Regional School District are both presently close to that designation as well. It is possible for Essex to apply for the designation, which would provide eligibility for future energy efficiency and environmental improvement grant programs. Five major criteria need to be met before a community can attain the designation.

Recommendation: **Board discussion relative to whether Essex should pursue the Green Community designation.**

(2) Town Administrator Leave

I was out of the office on vacation leave on June 13, 2014.

This report is available at www.essexma.org on the morning after any regularly scheduled Essex Board of Selectmen's Meeting.